



Boost your career prospects with a Pitman Training

# Accounting Technician Diploma Programme

**Designed for:** People who want to develop a full range of book-keeping skills including sales & purchase ledgers, payroll, Microsoft Excel and Sage Line 50.

**Objectives:** To provide you with all the essential skills necessary to help you build a valuable career in bookkeeping and financial accounting.

## Core Subjects:

Basic Book-Keeping  
Sales Ledger  
Purchase Ledger  
Final Accounts 1 & 2  
Sage Line 50  
Manual Payroll  
Sage Payroll  
Excel Proficient & Expert  
Numeric Data Entry

## Recommended Electives – Choose One:

Company Law  
Effective Business Communication

## Guideline Learning Time:

You can complete this programme in as little as 12 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

*As all our diploma programmes offer a high degree of tailorability, prices and duration are calculated for the specific needs of each student, based on exemptions for their existing skills and their choices of electives.*



For more information or to arrange an appointment with a Course Advisor, please call **020 7025 4700 for High Holborn**, **020 7792 5214 for Notting Hill** or visit [www.holborntesting.co.uk](http://www.holborntesting.co.uk)